

The Ultimate in Scanning Simplicity



EASY SCANNING

- Easy to install and use
- Optimized sharing and security
- Easy to use hot buttons
- Create text searchable files
- Multiple output formats
- Scan into business applications

RICOH

EXPERIENCE THE SIMPLICITY OF SCANNING

DigiDocFlow brings the power of scanning simplicity to everyone. DigiDocFlow offers you the possibility to create a digital archive by scanning directly from your Ricoh Family Group multifunctional device. In just three simple steps, your document is scanned and intelligently stored within your network. Processes that previously needed to be done manually, and took several minutes to complete, can now be finished automatically in a matter of seconds. DigiDocFlow combines ingenuity with user friendliness to create an easy and intuitive scanning solution and can be integrated into any workflow.

Simply place the document on your multifunctional device and select a predefined workflow, by pressing the hot button of your choice. The correct storage repository can be easily selected on the display of the multifunction device. The document will be scanned and stored in the correct location, as a text searchable PDF file. Retrieve the scanned document within seconds, by doing a simple key word or phrase search.

When your office needs to	DigiDocFlow offers you
Scan paper documents and convert them into electronic files	Scan and store directly into your Windows file structure or your business application. DigiDocFlow integrates real-time with the business applications you use.
Retrieve, edit and distribute captured documents	<ul style="list-style-type: none"> - Scan to anywhere: Windows file structure, desktop, home directory, email or your business application. - Scan to multiple destinations at the same time. - Optical Character Recognition (OCR) to create text searchable PDF, Word, Excel or OpenOffice files. - Combine scanned documents with other electronic documents into a single PDF file.
Create possibilities for employees to share all documents	<ul style="list-style-type: none"> - Scan directly to email from the MFP - Scan directly to fax, network folders or databases
Secure scanned documents	<ul style="list-style-type: none"> - Use PDF security to secure documents - User authentication for secure scanning - Audit trails - Bates stamping - PDF/A creation
Implement an easy to-use solution	DigiDocFlow is installed on a non-dedicated central server. No software needs to be installed on local workstations. This means that users don't see the software while working with it. They work directly from the MFP they are already familiar with. Product training is not necessary.
Integrate a scan/archiving solution in the current workflow	<ul style="list-style-type: none"> - DigiDocFlow can already integrate with many business applications - New connectors can easily be created with a minimum of customization.

Digital archiving has never been easier with DigiDocFlow!

Scan to anywhere

DigiDocFlow is able to digitize and store documents in the correct location within your Windows File Structure, Document Management, Accounting, CRM, ERP or Legal applications. Integrating directly with these applications databases, DigiDocFlow can store the document directly in the right location in your application, based on one or two questions answered on the MFP. For more information about connectors, please check our connector brochures or our website: www.digidocflow.com.

Zone OCR

Structuralize the scanning process of documents that contain structured data, with the use of DigiDocFlow's Zone OCR. Using a document template, simply create a search option for values or pre-select areas where metadata can be found. The retrieved values will be used to fill PDF properties, name documents, create folders and route documents to a destination, such as a Windows file structure, Microsoft SharePoint, Xerox DocuShare or any other location. For more information, please check our website www.digidocflow.com.

SPECIAL FEATURES



Zone OCR

Use Zone OCR to automatically extract metadata from documents, by pre-selecting areas where metadata can be found or by creating a search option for metadata. The extracted values will be used to name documents, create folders or route documents to a destination



Personalized templates & authentication

As a user logs on to the device via the authentication module, the credentials will be validated and all needed information is populated. The user name will be shown on the display of the MFP and a personalized scan menu will appear.



Scan to anywhere

Scan and store documents anywhere, whether this is a Windows file structure, Microsoft SharePoint, to an email address or a business application. Easily select the destination of the scanned document on the display of the MFP.



Multiple output formats

DigiDocFlow is able to convert scanned documents into different formats like PDF/A, JPEG, TIFF, Word, Excel or OpenOffice. For example Word output can be used for text editing in documents and PDF/A for the purpose of electronically archiving.



No client application

DigiDocFlow is middleware and runs on a non-dedicated server. This means that limited training is required, because users work directly with the multifunctional they are already familiar with.



Barcode

Read barcode fonts that can be found on documents. DigiDocFlow will read the value and extract the data to be used as metadata. Barcodes can be used for Batch scanning and to eliminate metadata entry at the device.



Scan to print

Browse through print ready files, such as PDF/A, Tiff or JPEG directly on the MFP. Select the needed file and print it immediately, saving you time and increasing your efficiency.



Bates Stamp

Bates Stamp is used to sequentially number or date/time-mark images or documents as they are scanned, to guarantee authenticity. Users can customize the text and/or number that is stamped on the document as well as the position and orientation of the stamp.

Key benefits

- Integrates seamlessly with your existing workflows
- Money and time saving
- Easy to use
- Optimizing productivity and efficiency
- Create text searchable files
- Scan to anywhere
- Affordable
- Scan directly into your business application



TIME AND MONEY SAVING STARTS HERE



Place the document you want to archive on your multifunctional device.

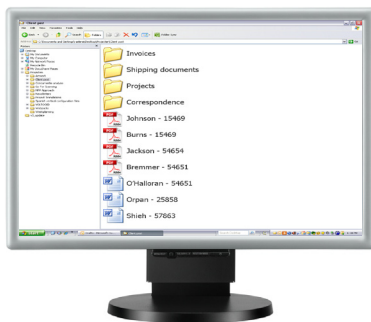


Using the DigiDocFlow interface, click on one of the hot buttons to select a pre-defined workflow. Select the destination of your document from the displayed list or browse for the correct repository in the Windows file structure or Microsoft SharePoint.

DigiDocFlow makes all documents easily retrievable

The document is stored in the correct location on the network in the desired output format.

It's not only possible to store documents in your Windows file structure and Microsoft SharePoint, but also in many other financial, document management, CRM, ERP or legal applications.



Press the green button to scan the document and DigiDocFlow will store the document as PDF/A, JPEG, Excel, Word, TIFF or OpenOffice files.



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